



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF RESEARCH PROGRAMS

FELLOWSHIPS AND FELLOWSHIPS FOR ADVANCED SOCIAL SCIENCE RESEARCH ON JAPAN

FREQUENTLY ASKED QUESTIONS

I. Eligibility

1. I am an independent scholar. What are my chances of receiving a Fellowship?

Your chances are the same as any other applicant's. All Fellowships applicants must propose a significant project and present evidence of their qualifications, including publications, presentations, and other relevant experience.

2. I am a graduate student. Am I eligible to apply for a fellowship?

No. But if you have satisfied all the requirements for a degree as of April 30, 2015, and are awaiting its conferral, you are eligible to apply for an NEH Fellowship. Have your dean or department chair fax a signed letter to NEH (to 202-606-8204), stating that you have successfully completed all requirements for the Ph.D.; alternatively, a PDF version of the signed letter may be included as an attachment to an e-mail message sent to fellowships@neh.gov. In either case, the letter must arrive no later than April 30, 2015.

3. Does NEH support projects whose results will be written in a language other than English?

Yes. Applicants must provide a rationale for projects that will be written in a language other than English. The proposal itself must be written in English.

4. May I apply to translate a work into English if other English translations already exist?

Yes. In the proposal narrative, provide a rationale for a new translation.

5. I am involved in a collaborative project. Can collaborators split a fellowship?

No. The NEH Fellowships program is designed primarily for individual researchers. Awards may not be divided. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application specifying the individual contribution. Panelists will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants proposing to work together may wish to apply instead or in addition for an NEH [Collaborative Research](#) grant.

II. Other Fellowship Opportunities

1. May I apply for other NEH grants to support the same project that I am submitting to the Fellowships program?

Yes. NEH encourages applicants to apply to all programs for which they are eligible. Applicants to the Fellowships program are especially encouraged to consider applying to the NEH [Summer Stipends](#) program (whose deadline is October 1, 2015). If you are affiliated with or have retired from an eligible minority-serving institution, please consider applying to one of the three Awards for Faculty programs, for faculty and staff members at [Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)). The Awards for Faculty programs have an April 15, 2015, deadline.

Note, however, that if you are offered more than one award by these programs, you may accept only one in any given fiscal year.

2. What other programs are offered by institutions with which NEH collaborates to support individual research in the humanities?

NEH collaborates with several organizations to offer support for research programs:

Library of Congress (LOC) – John W. Kluge Center Fellowships

Projects that draw on the collections of the Library of Congress are eligible for support. Interested applicants should apply directly to [LOC's Kluge Center Fellowships Program](#).

Japan-United States Friendship Commission (JUSFC) – [Fellowships for Advanced Social Science Research on Japan](#)

Subjects may include modern Japanese political economy, international relations and society,

and United States-Japan relations. Applicants may consult the [JUSFC website](#) for additional information.

NEH Grants for Fellowship Programs at Independent Research Institutions (FPIRI)

Projects to be undertaken at independent centers for advanced study, libraries, and museums in the United States, and research centers overseas, are eligible for support. Individual scholars must apply directly to the institutions themselves. Available [here](#) is a list of currently funded institutions.

NEH and National Science Foundation Fellowship Program for Documenting Endangered Languages (DEL)

Projects on endangered languages are eligible for support. A full description of the DEL program is located [here](#).

III. Application and References

1. What help is available for preparing the proposal?

Because of the large number of applications, NEH staff members are not able to comment on draft Fellowships proposals. NEH staff will, however, answer questions about preparing your proposal and about your eligibility. The staff may be reached at (202) 606-8200 and at fellowships@neh.gov.

Applicants are encouraged to review the samples of previously funded applications, which are available on the [program resource page](#), as well as lists of recent awards: [Fellowships for University Teachers](#), [Fellowships for College Teachers and Independent Scholars](#), and [Fellowships for Advanced Social Science Research on Japan](#).

2. I applied for a grant last year and my proposal was unsuccessful. Will I be at a disadvantage if I reapply?

No. NEH encourages previous applicants to reapply and does not inform panelists that a proposal was unsuccessful in a previous competition. Moreover, NEH employs different panelists from year to year.

3. My proposal is interdisciplinary. What category should I select from the drop-down menu for “Field of Project” on Form III (the NEH Supplemental Information for Individuals Form)?

NEH supports proposals that cross disciplinary boundaries (as well as proposals that are rooted in a single discipline). On the NEH Supplemental Information for Individuals Form you may select up to three disciplinary fields that characterize your project. If you select more than one, list the primary field first. In selecting referees, you should choose two who can effectively attest to your ability to work in the disciplines that are relevant to your project.

4. My reference is unable to submit a letter online. Is there an alternative?

NEH strongly encourages referees to submit their letters online. If they are unable to do so, referees may e-mail letters to fellowships@neh.gov or fax them to 202-606-8204.

5. How will my application be reviewed?

All applications receive peer review. Scholars in the humanities (or, in the case of Fellowships for Advanced Social Science Research on Japan, scholars in the social sciences with expertise in the study of Japan) will read and rate your application, using the evaluation criteria listed in Section V of the application guidelines. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

6. Can I see the evaluators' comments after the competition?

Yes. The notification you receive about the decision made on your application will contain instructions for requesting the evaluators' comments. If your application is unsuccessful, the comments may help you revise it for resubmission.

IV. Using Grants.gov

1. How do I know if I have submitted my application successfully?

After you submit your application, you should receive four e-mail messages confirming receipt of your application. To ensure that your application is properly processed, please verify that you have received all four confirmations.

1. Grants.gov Submission Receipt;
2. Grants.gov Submission Validation Receipt;
3. Grants.gov Grantor Agency Retrieval Receipt; and
4. Grants.gov Agency Tracking Number Assignment.

These e-mail messages are from Grants.gov and are normally sent within twenty-four hours of the submission; delays can, however, occur when system usage is heavy. Each message includes your application's Grants.gov tracking number, and the fourth one also provides your NEH application number, which is different from your Grants.gov tracking number. Keep these messages for your records.

If you do not receive all four messages from Grants.gov, or if any of the messages indicates that the application has been rejected, contact Grants.gov (www.grants.gov) at 1-800-518-GRANTS (4726) or support@grants.gov. Include the Grants.gov tracking number in correspondence regarding the application.

If your application is rejected at NEH for reasons such as its use of invalid file types (any non-PDF format, including .doc and .rtf, is invalid), the fourth message will indicate this. In this case you will also receive a rejection notice directly from NEH.

2. Can I check to see whether my letter writers have submitted their letters?

Yes. You will be notified by e-mail when each of your letters of reference has been received. After you have received your NEH application number, you may also check the status of your letters of reference by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters of reference have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

3. What is the Application for Federal Domestic Assistance - Individual Form, and where do I find it?

The Application for Federal Domestic Assistance - Individual Form is a standard government application form. It is included in the "Mandatory Documents" field of the application package that you download from Grants.gov. To begin filling out the form, click on Application for Federal Domestic Assistance – Individual Form to open it.

4. What is a DUNS number? What is a TIN/EIN number? How do I find out my institution's numbers?

DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D & B) and consist of nine digits. TIN/EIN stands for "Taxpayer Identification Number/Employer Identification Number." If you have institutional affiliation, you should be able to get these numbers from your sponsored research office. Omit hyphens when entering these numbers into the electronic application forms.

More information about DUNS numbers is available [here](#).